



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

## FOR AGENCY USE

## 1. Agency Address

## FOR RECORDS MANAGEMENT USE

Application Date

3-24-76

Department of Veterans Service  
1 Hunter Street, SW  
Atlanta, Georgia 30334

Application Number

76-136

Application Number

#11

Date Received

Date Completed

APR 20 1976

MAY - 7 1976

## 2. Person to Contact

## Working Title

## Telephone Number

Harry B. Brown, Jr.

RMO

656-2332

## 3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.  
b. ☐ Dispose of present accumulation; no further accumulation anticipated.  
c. ☐ Amend Application No. \_\_\_\_\_ Check One: ☐ Change; ☐ Supersede; ☐ Void

## 4. Dates of Series

## 5. Records Series Title (followed by title used in office, if different)

Earliest Latest

April 1968, to date

Certificate of Eligibility--Drivers License (Agency-wide)

## 6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

The Mission of the Department of Veterans Service is to inform veterans and their dependents of all benefits authorized by Federal and State laws and assist them in filing applications/claims for benefits to which entitled; operate State Homes for war veterans; serve as State Approving Agency for the Veterans Administration; and administer Confederate Widow Program.

## 7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):  
Attach samples of the file.

Documents relating to: Applying for a Veterans Drivers License or an Honorary Drivers License as provided for in Title 68B of the Code of Georgia of 1933 (Ga. Laws, 1975 Session, pp 1008-1045).

Included are: A two-sided DPS-516 Form completed in duplicate, file copy retained by the Department and the original presented to Department of Public Safety at the time of examination for drivers license.

File is arranged: Alphabetically.

## 8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 1; Seven to twelve months old 0; Thirteen to twenty-four months old 0;  
twenty-five months and older 0?

## 9. Annual Rate of Accumulation of Records

Letter-size drawers .1 to .5; Legal-size drawers 0; Shelves 0; Other (specify) 0

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                       |
|--------------------------|--------------|-----------------------------------|-----------------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.          |
| b. Statute of limitation | _____ years. | e. Administrative need            | 6 mos. <del>xxx</del> |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.          |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference need is 6 months.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area 6 month(s) 0 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Field offices may elect to file Certificate of Eligibility in individual veterans case file folder and dispose as approved in Application No. 74,339, Veterans Case Files (Field).

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature) <i>Pete Wheeler</i> Pete Wheeler	Date 3-24-76	Records Management Officer (Signature) <i>B. Brown, Jr.</i> B. Brown, Jr.	Date 3-24-76
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature) <i>William M. Hixon</i> Carroll West Robert H. Well	Date 5-5-76 5-3-76 5-6-76
		State Auditor/Designee	
		Secretary of State/Designee	
		Attorney General/Designee	